

29 October 1984

NOTE FOR: Deputy Director for Policy,  
Analysis & Evaluation

SUBJECT: OP CT Orientation

You recently requested that we provide you with an estimate of the time needed to provide a general orientation to our areas. I would propose the following orientation periods:

ID = 2 days composed of:

- 1 day in TRB to cover action processing, SCDs, PARS, WGIs, locator cards, credit verification, etc.
- 6 hours in I&AB to cover reporting capabilities, data bases, and the qualifications program.
- 2 hours in ADRB to cover PRIM and other HRS segments.

HRPS = 2 hours to cover the available methodology for simulation, forecasting, and analysis.

I would also propose that ID/TRB be considered for a ten-week assignment for OP CTs. We would have them function as a special assistant to the C/TRB to ensure that they cover a wide gamut of basic procedures that they can use in other assignments.

Let us know what our time-frame is, and we will prepare more detailed schedules for the orientation training.



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DISTRIBUTION:

- Original - Addressee
- 1 - HRPS Chrono
- 1 - ID Chrono
- 1 - HRPS - CT Training
- 1 - ID - CT Training
- 1 - ID/ADRB
- 1 - ID/TRB
- 1 - ID/I&AB



jmr (29OCTOBER1984)

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24 October 1984

NOTE FOR: Chief, P&PS  
Chief, SIS  
Chief, HRPS;ID  
Chief, PMCD

Per our discussion at Tuesday's PA&E Staff Meeting, please provide a proposed outline/schedule for your portion of a PA&E one-week orientation for CTs. In addition, please provide suggestions for a 10-week assignment in your area. Suspense:  
30 October PA&E Staff Meeting.



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